



CITY OF SOMERVILLE, MASSACHUSETTS
Department of Purchasing
JOSEPH A. CURTATONE
MAYOR

To: Bidders for Invitation to Bid #20-66

From: Angela M. Allen

Date: 5/12/2020

Re: Overlooked Bids

IFB #20-66 CCTV Inspection Under Sewer System Evaluation Study Projects

Pursuant to guidance issued by the Massachusetts Office of the Inspector General (OIG)¹, the City of Somerville (the City) wishes to inform all bidders that the Purchasing Department identified two (2) overlooked bids related to the above referenced Invitation for Bids for CCTV inspection services. The OIG defines an overlooked bid as one “that was properly delivered on time but was not opened in a timely manner because of an error by the local jurisdiction.”

The OIG outlines two main considerations: (1) whether the overlooked bid was the lowest responsible and eligible bid, and (2) whether the overlooked bid was held in a secure location from the bid deadline until the time when the overlooked bid was discovered. The City does not yet know which of the two overlooked bids is the lowest responsible and eligible bidder. City staff have determined that both bids were held in secure locations and that the City can still accept both bids to determine the lowest responsible and eligible bidder.

In terms of how to proceed with opening the overlooked bid, the OIG advises the jurisdiction to open the bid “at a public meeting or in the presence of one or more witnesses. It is advisable to inform the other bidders of the opening and permit them to be present.”²

Purchasing will offer a public bid opening where both overlooked bids will be opened to the public and read aloud. One overlooked bid was from Rapid Flow, Inc., and another overlooked

¹ See *The Chapter 30B Manual*, 8th Edition, November 2016, chapter 4, pp. 41-42 accessed online on 5/11/2020 at: <https://www.mass.gov/doc/the-chapter-30b-manual-procuring-supplies-services-and-real-property-legal-requirements/download>

² Ibid.

bid was from Tim Zanelli Excavating LLC. The public bid opening will take place at 2:00 p.m. on Tuesday, May 12 at 2:30 p.m. via the following Zoom conference details are given below:

Topic: Bid Opening: IFB #20-66 CCTV Inspection Under Sewer System Evaluation Study Projects

Time: May 12, 2020 02:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/85724738922?pwd=RVMyaEdwczBQYTF1SzExUXFDd3hNdz09>

Meeting ID: 857 2473 8922

Password: 0fN9ZE